



V. J. St. Pierre, Jr.  
PARISH PRESIDENT

# SAINT CHARLES PARISH

## DEPARTMENT OF PLANNING AND ZONING

P.O. Box 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

### PERMIT APPLICATION

### MOBILE HOME APPLICATION

Permit Issuance hours are 8:30am to 3:00pm

rev 11/5/2012

PERMIT #:	_____	DATE REQUESTED:	_____
RECEIPT #:	_____	COUNCIL DISTRICT	_____ ZONING DISTRICT: _____
FLOOD ZONE:	_____	BFE	_____ ABFE _____
(OFFICE SECTION )			

CONSTRUCTION ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER(S): \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SUBDIVISION : \_\_\_\_\_

LOT #: \_\_\_\_\_ SQUARE/BLOCK #: \_\_\_\_\_ PROPERTY AREA (SQ FT.): \_\_\_\_\_

PROPERTY DIMENSIONS \_\_\_\_\_ MOBILE HOME DIMENSIONS: \_\_\_\_\_

MOBILE HOME SQUARE FOOTAGE: \_\_\_\_\_ HUD LABEL # \_\_\_\_\_

MOBILE HOME MODEL # \_\_\_\_\_ SERIAL # \_\_\_\_\_ YEAR \_\_\_\_\_

MOBILE HOME VALUE: \_\_\_\_\_ # PARKING SPACES: \_\_\_\_\_ CORNER LOT? ☐ YES ☐ NO;

STREET FRONTAGE MATERIAL: ☐ ASPHALT ☐ CONCRETE ☐ OTHER (explain) \_\_\_\_\_

ANY OTHER STRUCTURES ON PREMISES? \_\_\_\_\_

SEWER PERMIT #: \_\_\_\_\_ WATER PERMIT #: \_\_\_\_\_

CULVERT PERMIT #: \_\_\_\_\_ PROPERTY I.D. #: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**BASE REQUIREMENTS:**

- SKIRTING** – The entire under-floor of the mobile home shall be completely enclosed by skirting or foundation plantings: the Director shall approve planting materials.
- ELEVATION** – The lowest floor of a mobile home must be at least thirty-six (36) inches above grade, unless FEMA Base Flood Elevation Requirements dictate a higher elevation. **New mobile homes over 67” and used mobile homes over 52” higher than natural ground grade require engineered foundation**
- ANCHORING (TIE DOWN)** – Tie down or anchoring systems are designed to resist the lateral and uplift forces resulting from high winds. All ties must be made of rust resistant steel cable or straps, which fasten the mobile home to anchors embedded in the ground. If the mobile home is designed for over-the-top ties, they can be used in conjunction with frame ties, but cannot replace the amount of frame ties required below:  
  
**MOBILE HOMES (OVER 50 FT. LONG):** Requires seven (7) frame ties connected to the ground anchors on each side; **(50 FT. AND UNDER)** Requires six(6) frame ties connected to the ground anchors on each side
- PARKING SPACES-** 2 Hard surfaced parking spaces 8 ½’ x 19’ required per mobile home.
- MUNICIPAL ADDRESS NUMBER:** Must be permanently posted on front of the structure with 4” numbers.

CHECKLIST FOR OBTAINING PERMIT:

- \_\_\_\_\_ 1. Application signed and dated. If applicant is not the applicable property owner, a signed and notarized affidavit from all property owners must be provided.
- \_\_\_\_\_ 2. Copy of Act of Sale/Deed to the property.
- \_\_\_\_\_ 3. Survey of the property; signed by licensed land surveyor.
- \_\_\_\_\_ 4. Site plan, including all actual dimensions, setback distances, a/c unit, driveways and parking spaces. Parking spaces must be hard surfaced material.
- \_\_\_\_\_ 5. A proposed base flood elevation certificate from a licensed land surveyor.
- \_\_\_\_\_ 6. Copy of sewer permit or health certificate. Call (985)783-5100 for Public Sewer or areas where Treatment Plant installation are required please call (985)-785-1029
- \_\_\_\_\_ 7. Copy of driveway (culvert) permit, if required.  
*Westbank (985)783-5070; Eastbank (985)764-9531*
- \_\_\_\_\_ 8. Photocopy of the HUD Label Number and proof of Wind Zone.
- \_\_\_\_\_ 9. Permit, and inspection fees paid in full. Fees are accepted in the form of a **Check or Money Order only** made payable to: St. Charles Parish Dept. of Finance

Permit Fee-----\$55.00

Inspection Fee -----\$120.00

**Total Fee -----\$175.00**

**NO STRUCTURE SHALL BE OCCUPIED UNTIL ISSUANCE OF A  
CERTIFICATE OF OCCUPANCY**

REQUIREMENTS FOR OBTAINING PERMANENT ELECTRICAL SERVICE AND CERTIFICATE OF OCCUPANCY

- **Mobile Home must have the installation sticker attached by the licensed installer**
- **Electrical complete**
- **Mobile Home must be properly anchored and meet setbacks**
- **Municipal address must be permanently posted on the front with 4” numbers**
- **Minimum 2 off street parking spaces are paved.**
- **The mobile home must be fully skirted/enclosed.**
- **Plumbing complete including a 3” vent**
- **Final Sewer/Health Approval-For final public sewer connection approval contact (985)-783-5100 for areas requiring treatment plant installation contact DHH at (985)-785-1029**
- **Final Elevation Certificate-Shall be performed by a Licensed Surveyor**
- **Final Inspection-Please contact South Central Planning (SCPDC)to schedule 1-(985)-655-1070 to schedule a Final Code Inspection**
- **Planning Department issues the Certificate of Occupancy and releases power when the above requirements are in compliance.**

I hereby acknowledge that I have read and understand all of the requirements listed on this application.

OWNER SIGNATURE:\_\_\_\_\_DATE:\_\_\_\_\_

APPLICANT SIGNATURE:\_\_\_\_\_DATE:\_\_\_\_\_

PERMIT SECTION SIGNATURE:\_\_\_\_\_DATE:\_\_\_\_\_

FEE AMOUNT PAID (LIST)\_\_\_\_\_DATE:\_\_\_\_\_



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### FLOOD ELEVATION ACKNOWLEDGEMENT

I (We) the undersigned, do hereby acknowledge that I (we) have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I (we) have been advised of the required minimum elevation of this (these) structures, as determined on the Flood Insurance Rate Map (FIRM). I (we) further understand that **ALL STRUCTURES, RESIDENTIAL, AND NON-RESIDENTIAL, MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATERHEATERS, WASHING MACHINES AND DRYERS. EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.**

In cases where an accessory structure (attached or detached) can not comply with the base flood elevation requirements, that portion below must be constructed in accordance with **FEMA Technical Bulletins 1-93, 2-93, or 3-93**. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Preliminary Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I (we) understand that I (we) must provide a forms survey and an elevation **BEFORE**, I pour concrete or proceed with construction of **ANY** portion of this structure(s). **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE & DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

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Applicant Name (please print)

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Applicant Signature

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Date

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St. Charles Parish Official

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Permit #